



**November 2006**  
**FLSA: EXEMPT**

## **ASSISTANT/ASSOCIATE PLANNER**

### **DEFINITION**

Under direct or general supervision, performs a variety of professional and technical routine to complex activities in the field of current and advanced planning, including review of development and land use applications, zoning, site plan and environmental review; may serve as project manager for development applications; completes technical assessments, prepares written project analyses; provides professional advice and assistance to the public on planning, community development, zoning, permits and environmental review; assists with preparation of City Ordinances; performs code enforcement, including the identification, investigation, and correction of violations of the City's municipal, building, zoning, occupancy, signage and housing codes; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct or general supervision from assigned supervisory or management personnel. May exercise technical and functional direction over assigned staff.

### **CLASS CHARACTERISTICS**

Assistant Planner: This is the entry-level class in the professional planning series. Initially, under direct supervision, incumbents learn the more routine planning, zoning, and related functions encountered by the City. Responsibilities include providing a range of routine customer service to the public at the front counter and on the telephone regarding policies and procedures, ongoing projects, zoning regulations, permit requirements and related building and development issues. This class is alternately staffed with Associate Planner and incumbents may advance to the higher-level class after gaining the knowledge, skills and experience that meet the qualifications and demonstrating the ability to perform the work of the higher-level class.

Associate Planner: This is the journey-level class in the professional planning series. Incumbents may be assigned the full range of routine and complex planning, zoning, and related functions encountered by the City. Responsibilities include providing a range of routine and complex customer services to the public at the front counter and on the telephone regarding policies and procedures, ongoing projects, zoning regulations, permit requirements and related building and development issues. This class requires the frequent use of independent judgment as well as a knowledge of departmental and City activities. This class is distinguished from the Senior Planner in that the latter is the advanced-journey level class in the series, providing administrative support and day-to-day supervision to departmental staff in addition to performing the most complex planning and related duties.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Reviews commercial, industrial and residential development proposals, plans, and applications for issuance of zoning clearance; reviews for compliance with appropriate regulations and policies.
- Reviews building plans for completeness and compliance with current City zoning codes and regulations; identifies corrective actions to be taken by owners; recommends improvement and rehabilitation programs; conducts follow-up and recheck, approves or denies submittals.
- Serves as project manager for routine application projects, including analyzing and evaluating site and architectural plans, performing technical review and making recommendations, ensuring plans and applications receive appropriate signatures, and coordinating in-house review with contractors.
- Compiles information for a variety of studies and reports; researches, analyzes, and interprets social, economic, population and land use data and trends; develops recommendations and prepares written reports on various planning matters and elements of the City's General Plan.
- Assists with the implementation and administration of the City's General Plan and development regulations.
- Researches, collects, records, analyzes, interprets, and summarizes statistical and demographic information; prepares spreadsheets and establishes and maintains a comprehensive database.
- Prepares staff reports for the Planning Commission, City Council, various committees and advisory boards as directed; prepares research, reports, maps, and conducts briefings.
- Confers with and advises architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies and standards; provides and clarifies information relative to zoning, general plan compliance, signage, and other issues.
- Conducts studies and needs assessments for the development of programs to address significant development issues.
- Researches and assists in preparing ordinances for review.
- Participates in coordinating City planning and development related activities with other City departments and with outside agencies.
- Answers questions and provides information to the public.
- Receives, records, and investigates complaints from the public and staff regarding violations of municipal codes, ordinances, standards, health and safety regulations; conducts site inspections; documents violations; initiates contacts with residents, business representatives, and other parties to explain the nature of incurred violations and to encourage compliance; initiates abatement procedures; prepares notices of violation or noncompliance and citations according to applicable codes and regulations; and coordinates with other departments and the City Attorney.
- Maintains accurate records and files.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices and procedures related to city and regional planning, development and zoning administration.
- Geographic, socio-economic, transportation, political and other elements related to city planning.
- Comprehensive plans and current planning processes and the development process.
- Site planning and architectural design principles.
- Applicable Federal, State, and local laws, codes and regulations, as well as Community Development Program rules and requirements and related reports.
- Researching and reporting methods, techniques and procedures.
- Recent developments, current literature, and sources of information related to planning and zoning.
- Modern office methods, practices, procedures and equipment, including computer hardware and software necessary for graphic presentation, mapping and database management, including Microsoft Office, Microsoft Project, City permitting software, and basic GIS concepts and applications.

- Project management techniques.
- Practices of researching planning issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Methods and techniques of effective technical report preparation and presentation.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, and regulatory organizations and with property owners, developers, contractors and the public.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

**Ability to:**

- Interpret planning and zoning programs to the general public.
- Read plans and specifications and make effective site visits.
- Identify and respond to issues and concerns of the public, Planning Commission, City Council, and other boards and commissions.
- Interpret, apply and explain complex laws, codes, regulations and ordinances.
- Analyze site design, terrain constraints, circulation, land use compatibility, utilities and other urban services.
- Enforce ordinances and regulations effectively and tactfully.
- Make effective public presentations.
- Conduct routine research projects, evaluate alternatives, and make sound recommendations.
- Prepare clear and concise technical and staff reports, correspondence, policies, procedures and other written materials.
- Learn current literature, information sources, and research techniques in the field of urban planning.
- Prepare accurate display maps, plans, charts and tables.
- Effectively represent the Department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations and individuals.
- Analyze and compile technical and statistical information and prepare reports.
- Make sound, independent decisions within established policy and procedural guidelines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Assistant and Associate Planner: Equivalent to graduation from an accredited four-year college or university with major coursework in urban planning, community development, business or public administration, or a related field.

Assistant Planner: No directly related professional experience is required but related internship experience is desirable.

Associate Planner: Three (3) years of professional experience in planning, zoning and related community development activities, equivalent to the Assistant Planner at the City of Eureka.

**License:**

- Valid California class C driver's license with satisfactory driving record.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect City development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen, and make inspections; and hearing and speech to communicate in person, before groups and over the telephone. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

**ENVIRONMENTAL ELEMENTS**

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.